Position Profile
2091 – Senior Civil Designer – Design and Placemaking Services

About Council
The Sunshine Coast Council continues to take a lead role in shaping a prosperous future for our community through a vision to be Australia’s most sustainable region – healthy, smart, creative.

Sunshine Coast Council is one of the largest local governments in Australia, serving a community of more than 330,000 residents across an area of approximately 2,291 square kilometres. Council’s 2020-2024 Corporate Plan aims to deliver a smart economy, a strong community, a healthy environment, service excellence and an outstanding organisation. These objectives provide our community and our organisation with a line of sight to the programs, projects and services provided by council to residents, businesses and visitors across our region every day. Our employees’ passion and commitment to the region and their willingness to go above and beyond, is what sets Sunshine Coast Council apart as a local government organisation.

Our Values
Everything council does is underpinned by its values which define the culture of the organisation and the behaviours that shape our interaction with the community and each other.

Respect for each other in our working relationships
Being our best by continuing to learn, grow, challenge and change
Working as one team across the organisation and with our community
High standards in our conduct, service and governance
Service excellence for our customers and each other
Our Corporate Plan Goals

1. **A Smart Economy** – A prosperous, high-value economy of choice for business, investment and employment.

2. **A Strong Community** – In all our communities, people are included, treated with respect and opportunities are available to all.

3. **A Healthy Environment** – Maintaining and enhancing the region’s natural assets, liveability and environmental credentials.

4. **Service Excellence** – Positive experiences for our customers, great services to our community.

5. **An Outstanding Organisation** – A high performing, innovative and customer-focused organisation marked by great people, good governance and regional leadership.

Position Summary

<table>
<thead>
<tr>
<th>Position title</th>
<th>Senior Civil Designer</th>
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<tbody>
<tr>
<td>Position number</td>
<td>2091</td>
</tr>
<tr>
<td>Reports to</td>
<td>Supervisor Civil Design</td>
</tr>
<tr>
<td>Position type</td>
<td>Establishment</td>
</tr>
<tr>
<td>Position classification</td>
<td>Award Based - Queensland Local Government Industry Award (Stream A) – State 2017 – Level 6</td>
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<tr>
<td>Group</td>
<td>Liveability &amp; Natural Assets</td>
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<tr>
<td>Branch</td>
<td>Design and Placemaking Services</td>
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<tr>
<td>Team</td>
<td>Engineering Design Services</td>
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<tr>
<td>Employment area</td>
<td>Sunshine Coast <strong>Current Location</strong> Caloundra</td>
</tr>
<tr>
<td>Team leadership/ supervision</td>
<td>Not applicable.</td>
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<tr>
<td>Internal liaison</td>
<td>Manager, Team Members, Group Executive Liveability &amp; Natural Assets, Councillors and other Council employees.</td>
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<tr>
<td>External liaison</td>
<td>Public, Contractors, Consultants.</td>
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<tr>
<td>Delegations</td>
<td>As per Council’s Delegations of Authority relating to financial, administrative, human resource management, Workplace Health &amp; Safety (WH&amp;S) and environmental management responsibilities</td>
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<tr>
<td>Date last reviewed</td>
<td>11 September 2020</td>
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Key Responsibilities

- The delivery of cost effective complex designs and construction documentation for civil designs required by the council’s endorsed Capital Works Program with the application of relevant guidelines.

- Manage infrastructure designs for projects and priority projects for the region with a particular focus on:
  - Consultation with internal stakeholders, clients, councillors and the public;
  - Project planning and conceptual development;
  - Internal design and external consultant management, including the preparation and evaluation of consultancy briefs and managing consultants contracted to council as required;
  - Delivery of full construction documentation;
  - Project, program and financial management;

- Manage the delivery of specialised advice from consultant engineers for the designs allocated for completion. Consultant management includes the preparation of design briefs, procurement, verifying the designs, approval of variations, the cost estimates and construction documentation, as well as, financial management and cost control of design projects

- Comprehensive understanding of the technical design requirements particularly for road and stormwater design. Provide technical advice in complex scenarios

- Proven knowledge of construction documentation required for design, including technical specifications and technical criteria for Design & Construct contracts
• Regularly report on status of the contracted design projects and of the procurement of specialised services required to complete designs
• Assist Supervisor Design Services with the coaching of designers and cadets
• Participate in the development of a healthy and safe workplace. Embracing initiatives, information and training and incorporating safety into all daily activities. Demonstrate safe work behaviours, abiding by procedures, identifying and reporting hazards, and contributing to all aspects of a safe workplace culture
• Such other relevant duties as required from time to time which would generally fall within the scope of this position

Key Requirements

Mandatory Requirements / Experience

• Bachelor of Engineering Technology (Civil), Advanced Diploma in Civil Engineering, Associate Degree in Civil Engineering or Land & Engineering Drafting Certificate (or equivalent)
• Possession of a Work Safely in the Construction Industry White Card
• Substantial experience in the field of urban and rural roads, and civil design
• Comprehensive knowledge of relevant urban and rural road design standards and guidelines including Austroads, Transport and Main Roads, Australian Standards, QUDM, ARR and Queensland Streets
• Specialist use of computer software for the design of urban and rural roads solutions, including program maintenance and libraries for 12d Model and AutoCAD
• Demonstrated significant understanding or production of the following:
  - Design of significant or complex projects
  - Intersection treatment options analysis
  - Preparation of Erosion & Sediment Control plans
  - Detailed knowledge of environmental management & cultural heritage work practice
  - Experience in managing consultants and procurement process.
• Demonstrated leadership skills to act as a senior member of a team, empowering, coaching and developing other staff
• High level of interpersonal and communication skills with particular emphasis in the areas of building effective relationships, consultation, negotiation, conflict resolution and assertiveness in order to resolve issues and meet changing organisational needs
• Strong research, analytical problem solving and evaluation skills with the capacity to examine complex problems and develop innovative strategies for their resolution to a diverse client base
• Current “C” Class Drivers Licence

Desirable Requirements / Experience

• Extensive relevant experience in a local government environment would be highly regarded
• Specialist support for 12d Model
• Roadwork and drainage construction experience

Corporate Requirements

• Commitment to the agreed Sunshine Coast Council values and behaviours
• Compliance and adherence to Code of Conduct
• Participation in Performance Review and Planning
• Availability to work across council work locations
• Commitment to the Work Safe : Live Well 7 Safety Essentials
Be fit for work  •  Look after yourself and others  •  Manage risk - if it's not safe don't do it  •  Follow procedures and instructions  •  Check all plant & equipment and be competent in its use  •  Use and maintain correct PPE  •  Report all hazards, incidents and near misses.
Recruitment process
2091 – Senior Civil Designer

<table>
<thead>
<tr>
<th>Vacancy number</th>
<th>590</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person</td>
<td>Mahalia Steel</td>
</tr>
<tr>
<td>Contact details</td>
<td>(07) 5420 8768</td>
</tr>
</tbody>
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What to include in your application

Your written application should include:

- a covering letter detailing your suitability for the role in Council including your ability to fulfil the key responsibilities and requirements of the position, including details of any specific or mandatory qualifications – 2-3 pages maximum; and
- a current resume or curriculum vitae.

Submitting your application

- **Internal employees**: Online via PeopleHUB >
- Both PDF and Word documents are accepted file formats, with a preference for PDF.

Additional information

- Additional information for applicants is available at [www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au)
- A range of assessment methods may be used to assist selection, including psychometric testing and competency based testing on occasions.

_Sunshine Coast Council is an equal opportunity employer that values cultural and physical diversity._

_Through our [Reconciliation Action Plan](http://www.sunshinecoast.qld.gov.au), Sunshine Coast Council also supports social and economic opportunities for Traditional Owners, the Kabi Kabi and Jinibara people and the broader First Nations community and as such strongly encourages local, First Nations people to apply._